

Electronic Products Guide:
Guidelines for Reporting Data for the
FY2019 Rhode Island Public Library Annual Survey



State of Rhode Island

Office of Library & Information Services

DEPARTMENT OF ADMINISTRATION

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Identifying Your Electronic Materials and Electronic Collections

As public libraries expand the electronic content made available to patrons using a wide variety of e-products, there is a growing need that this content and its usage is captured in the Public Library Annual Survey. This information will be entered into Section 4: Library Collection and Section 5: Collection Use. Both sections include questions about electronic materials and electronic collections. The PLAS asks that each library system quantify the number of electronic materials and electronic collections that are part of their collection. The PLAS also asks each library system to quantify the usage of the electronic materials and the electronic collections.

The following guidance document provides an overview of how to identify or differentiate between electronic materials and electronic collections when completing the PLAS.

Below are definitions of each electronic material and electronic collections, as well as key questions to guide the decision-making process when deciding what an e-product is (materials or collection.) To further support filling out the annual survey, included with this document is an index of various known e-products, a breakdown of what they are (material or collection) for the purposes of the PLAS, and where to quantify them and their usage in the PLAS.

Annual Survey Definitions: Electronic Materials & Electronic Collections

Definitions of electronic materials and electronic collections as written by the IMLS are provided below.

Electronic Materials

Electronic materials are made up of three types of materials: eBooks, Audio – Downloadable Units, and Video – Downloadable Units. **Note: Consortially purchased (OSL) units have been pre-entered for you in LibPAS. Enter only locally purchased items, including eZone Advantage titles.**

Electronic Books (eBooks)

eBooks are digital documents (including those digitized by the library), licensed or not, where searchable text is prevalent, and which can be seen in analogy to a printed book (monograph). eBooks are loaned to users on portable devices (e-book readers) or by transmitting the contents to the user's personal computer for a limited time. Include eBooks held locally and remote eBooks for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased, or licensed by the library, a consortium, the state library, a donor, or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch. eBooks packaged together as a unit (e.g., multiple titles on a single eBook reader) and checked out as a unit are counted as one unit.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit;” if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

Audio – Downloadable Units

These are downloadable electronic files on which sounds (only) are stored (recorded) and that can be reproduced (played back) electronically. Audio – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Audio – Downloadable Units held locally and remote Audio – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period when it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit;” if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

Video – Downloadable Units

These are downloadable electronic files on which moving pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver, computer monitor, or video-enabled mobile device. Video – Downloadable Units may be loaned to users on portable devices or by transmitting the contents to the user’s personal computer for a limited time. Include Video – Downloadable Units held locally and remote Video – Downloadable Units for which permanent or temporary access rights have been acquired.

Report the number of units. Report only items that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period when it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

NOTE: For purposes of this survey, units are defined as “units of acquisition or purchase.” The “unit” is determined by considering whether the item is restricted to a finite number of simultaneous users or an unlimited number of simultaneous users.

Finite simultaneous use: units of acquisition or purchase is based on the number of simultaneous usages acquired (equivalent to purchasing multiple copies of a single title). For example, if a library acquires a title with rights to a single user at a time, then that item is counted as 1 “unit;” if the library acquires rights to a single title for 10 simultaneous users, then that item is counted as 10 “units.” For smaller libraries, if volume data are not available, the number of titles may be counted.

Unlimited simultaneous use: units of acquisition or purchase is based on the number of titles acquired. For example, if a library acquires a collection of 100 books with unlimited simultaneous users, then that collection would be counted as 100 “units.”

Electronic Collection

An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third-party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the Web.

Electronic Collections do not have a circulation period and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library’s catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Further Guidance on Identification

Below are a series of question to ask in order make the decision between electronic collection and electronic material. For the content made available through each e-Product the library uses, ask the following questions listed below.

Making the tough decision: Material or Collection?

1. Does the library have the ability to select the individual items made available in this product?

2. Does the library have any rights or ownership of the content provided through the product?
 3. Does the library catalog the individual items available in the product?
 4. Does the item circulate in the “loan” sense of something being used by a single individual and then subsequently after that individual returns the item or their use expires, the item is made available to another individual?
- If the answer is **YES** to all or most of these questions, then product’s content are electronic materials.
 - If the answer is **NO** to all or most of these questions, then product is an electronic collection or database.

Example: Hoopla

1. Does the library have the ability to select the individual items made available in this product?
 - **NO**
2. Does the library have any rights or ownership of the content provided through the product?
 - **NO**
3. Does the library catalog the individual items available in the product?
 - **NO**
4. Does the item circulate in the “loan” sense of something being used by a single individual and then subsequently after that individual returns the item or their use expires, the item is made available to another individual?
 - **NO** – while items on Hoopla do have a loan period, each item is available to unlimited simultaneous users

Based on answering NO to the above questions Hoopla is an **electronic collection** for the purposes of the annual survey.

Example: One Click Digital

1. Does the library have the ability to select the individual items made available in this product?
 - **YES**
2. Does the library have any rights or ownership of the content provided through the product?
 - **YES**
3. Does the library catalog the individual items available in the product?
 - **NO**
4. Does the item circulate in the “loan” sense of something being used by a single individual and then subsequently after that individual returns the item or their use expires, the item is made available to another individual?
 - **YES**

Based on answering YES to most of the questions the items made available in product are **electronic materials**.

Outliers and Unique Cases

Electronic Devices

Examples: Kindles, iPads, Roku

Questions to ask when making the decision

1. First determine if device is a circulating item. Does the device leave the library?
 - a. If the device does NOT leave the building and is used similar to a laptop to access the internet, count as an internet computer available to the public. Also, if the device connects to the internet via Wi-Fi each in-library use will be captured as a wireless session as well.
 - i. Section 7: Number of internet terminals used by the public
 - ii. Section 7: Wireless Sessions Per Year
2. For items which leave the library:
 - a. If the item is used to check out one or more eBooks, the item is counted as one eBook both in collection and in circulation. By definition: *E-books packaged together as a unit (e.g., multiple titles on a single e-book reader) and checked out as a unit are counted as one unit.*
 - b. If the usage by the patron is unknown or you are not able to specify its use, the item would be recorded in Section 4: Library Collection as Other Physical Holdings (e.g., a tablet with multiple applications, games, various electronic content in a variety of formats and Wi-Fi capability available simultaneously to the patron). In some cases the use may be captured elsewhere. (e.g., the patron used the tablet to download videos provided through E-Zone.)

Usage/Circulation of Electronic Materials & Electronic Collections

Once you have determined how many electronic materials and how many electronic collections are a part of your libraries' collection, you need to report their usage or circulations.

Definitions for the Circulation of Electronic Materials and Electronic Collection Usage

As above, these definitions are from the federal Public Library Survey and come directly from the IMLS.

Circulation of Electronic Materials

Electronic Materials are materials that are distributed digitally online and can be accessed via a computer, the Internet, or a portable device such as an e-book reader. Types of electronic materials include e-books and downloadable electronic video and audio files. Electronic materials packaged together as a unit and checked out as a unit are counted as one use. Include circulation only for items that require a user authentication and have a limited period of use.

Successful Retrieval of Electronic Information (Electronic Collection Usage)

The number of full-content units or descriptive records examined, downloaded, or otherwise supplied to user, from online library resources that require user authentication but do not have a circulation period. Examining documents is defined as having the full text of a digital document or electronic resource downloaded or fully displayed. Some electronic services do not require downloading as simply viewing documents is normally sufficient for user needs. Include use both inside and outside the library. Do not include use of the OPAC or website. [based on NISO Standard Z39.7 (2013) #7.7, p. 43]

Note: State Electronic Collections Usage data has been pre-entered for you. Only report usage data for the collections you have purchased locally or have access to through some other non-statewide

consortium or agreement. If your library purchases access to an electronic collection or database outside of the statewide databases of AskRI, report that data as follows:

- Section 4: Library Collection > Electronic Collections > Local – report the number of electronic collections only available for your library
- Section 4: Library Collection > Electronic Collections > Other Cooperative Agreements – report the number of electronic collections purchased consortially that are NOT part of AskRI
- Section 5: Collection Use > Successful Retrieval of Electronic Information > Local Electronic Collection Usage - quantify the usage of those databases or electronic collections
- Section 5: Collection Use > Successful Retrieval of Electronic Information > Other Cooperative Agreement Electronic Collection Usage – quantify the usage of those databases or electronic collections

E-Product Identification Index

The index below is of various known e-products. It includes a breakdown of what they are (material or collection) for the purposes of the annual survey and where to quantify them and their usage in the annual survey.

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
3M Cloud Library	N	Electronic Books (E-books) locally purchased	Local Electronic Material Circulation	
Ancestry.com Library Edition	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
ArtistWorks for Libraries	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
AskRI Databases	Y	Electronic Collections State	State Electronic Collection Usage	This data is pre-filled for you.
Axis 360 eBooks	N	Electronic Books (E-books) locally purchased	Local Electronic Material Circulation	

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
eBooks from vendors other than OverDrive	N	Electronic Books (eBooks) locally purchased	Local Electronic Material Circulation	This is only if library purchases individual titles. If the library does not select titles, treat as electronic collection.
Electronic Devices (Tablets etc.)	N	See notes in guidance document	See notes in guidance document	
E-Sequels	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local report usage under Local Electronic Collection Usage. If you reported as Other Cooperative report under Other Cooperative Agreement Electronic Collection Usage	
Foundation Directory Online	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local report usage under Local Electronic Collection Usage. If you reported as Other Cooperative report under Other Cooperative Agreement Electronic Collection Usage	
Freeding	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
Freegal	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
Hoopla	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
Indieflix	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
Infobase (Facts on File)	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
Magnatune	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
Morningstar	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
New York Times Historical (1851- 2012)	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
NewsBank	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
NovelistPlus	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
OneClickdigital (Recorded Books) Audiobooks	N	Audio-downloadable units locally purchased	Local Electronic Material Circulation	This is only if library purchases individual titles. If the library does not select titles, treat as electronic collection.
OneClickdigital (Recorded Books) eBooks	N	Electronic Books (E-books) locally purchased	Local Electronic Material Circulation	This is only if library purchases individual titles. If the library does not select titles, treat as electronic collection.
OverDrive, Audio	N	Audio-downloadable units locally purchased	Local Electronic Material Circulation	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
OverDrive, eBooks	N	Electronic Books (E-books) locally purchased	Local Electronic Material Circulation	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles
OverDrive, Music	N	Audio-downloadable units locally purchased	Local Electronic Material Circulation	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles
OverDrive, Video	N	Video-downloadable units locally purchased	Local Electronic Material Circulation	Consortially purchased (OSL) units have been pre-entered. Enter only locally purchased items, including eZone Advantage titles

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
Oxford Reference	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local report usage under Local Electronic Collection Usage. If you reported as Other Cooperative report under Other Cooperative Agreement Electronic Collection Usage	
ProQuest Historical Newspapers	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
TumbleBooks	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	
Valueline	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	

E-Product	Electronic collection Y/N	Where to report collection or materials (Section 4)	Where to report circulation or usage (Section 5)	Notes
Zinio	Y	Electronic Collections Local or if you have access to this collection through a cooperative agreement other than statewide consortiums (OSL, AskRI) use Electronic Collections Other Cooperative Agreements	If you reported the collection as Local, report usage under Local Electronic Collection Usage. If you reported as Other Cooperative Agreements, report under Other Cooperative Agreement Electronic Collection Usage	